

HOW TO Write an Artist Resume

The intent of your artist resume is to present a short summary of your professional history and accomplishments. A resume is commonly needed for submissions to exhibition opportunities, grant applications and residency programs. It is also an essential element on artist and gallery websites. An artist resume is usually one to three pages in length.

STEP 1 - Start a Spreadsheet Document

Working on a spreadsheet will facilitate document formatting. Download this [template](#). Insert your name, contact info and website (if applicable). Add the category headings relevant to your experience and practice (suggestions below). Only list non-art-related education and professional experiences if they are relevant to your submission. Any of the headings may be combined or listed separately, depending on how best to highlight them.

SAMPLE CATEGORY HEADINGS

Education / Self-Directed Education & Training
Professional Development / Certifications
Exhibitions (Solo, Selected Solo, Two-person, Group or Collective)
Collaborative Projects
Curatorial Projects
Residencies / Apprenticeships / Mentorships
Workshops
Presentations / Artist Talks / Public Speaking
Performances
Professional Experience
Teaching Experience / Instruction
Volunteer Experience / Community Services
Awards / Honours / Grants / Scholarships
Adjudication
Collections (public and private)
Publications (written by you)
Media (radio and television interviews)
Bibliography (written about you/your work)
Catalogues
Languages
Skills
Membership to Professional Associations

STEP 2 - Format

Place more important, relevant and recent categories near the beginning of your resume. For example, if you are applying for a video production grant, your screenings should be placed before your gallery exhibitions.

Within each category, list entries from most to

least recent. List entries without dates in alphabetical order. Keep the formatting consistent throughout. Add your name and page numbers in the footer. Use a standard 10-12 point typeface. Italicize titles.

If desired, add hyperlinks to direct the reader to specified online content such as a recorded artist talk or an article. When listing publication, media and bibliography entries, use a citation tool such as <https://www.scribbr.com/mla-citation-generator/>

STEP 3 - Proofread.

Make sure there are no misspelled words. Avoid acronyms and abbreviations. Have a friend or colleague proofread your resume.

STEP 4 - Update and Save.

You will need various versions of your artist resume tailored to specific purposes. A spreadsheet allows for the categories to be easily reordered. Save each version as a PDF file, ready for submission or posting.

Save your resumes by date and by purpose in a designated folder. Consistency in the way you save documents will make for easy retrieval.

For example :

Artist Resumes

0000 Resume Master Copy.xlsx
2018 Resume (Gallery Call to Artists).xlsx
2020 Resume (Workshop facilitation).pdf
2020 Resume (Workshop facilitation).xlsx
2020 Resume (Creation Grant).pdf
2020 Resume (Creation Grant).xlsx